

# Formal Notification of Policy Violation

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Formal Notification of Policy Violation

Dear [Employee's Name],

This letter serves as a formal notification regarding a violation of company policy that has been identified concerning your recent actions.

Details of the violation are as follows:

- **Date of Incident:** [Insert Date]
- **Policy Violated:** [Insert Policy Name/Number]
- **Description of Violation:** [Insert Brief Description]

As per our company policies, the consequences of this violation may include [insert possible consequences or disciplinary actions]. We encourage you to review the relevant company policies to better understand the expectations outlined.

Please schedule a meeting with your supervisor or the HR department within the next [insert time frame] to discuss this matter further.

Thank you for your attention to this serious issue.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]